



Kentucky Department for Libraries and Archives  
Local Records Program

## Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch  
Kentucky Department for Libraries and Archives  
P.O. Box 537  
Frankfort, Kentucky 40602-0537

### Part A: Contact Information

Applicant Name: Martha Moss

Applicant Title: Nicholas County Clerk

Office Address: P.O. Box 227 125 East Main Street  
Carlisle, KY 40311

Phone Number: (859) 289-3730

Email Address: martha.moss@ky.gov

Federal ID Number: 616000729

### Part B: Project Summary

Total Funds Requested: \$ 17,937.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The office of the Nicholas County Clerk requests funding to purchase 2 scanners. The  
8 1/2 x 14 scanner will be used to scan documents brought into our office for recording each  
day. The 11x17 scanner will be used to back scan older documents into our indexing  
system. This will allow easy access for everyone coming into our vault for research or to do  
title searches. This allows us to not only have a paper copy but digital images that are backed  
up off site. We have selected SMI as our vendor. They are also our vendor for indexing.  
The vendor will install all equipment as well as provide maintenance for 5 years.



Kentucky Department for Libraries and Archives  
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**Plan of Work**

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

**Section 1**

Vendor Name: Software Management, LLC  
Vendor Address: 2011 Cobalt Drive  
Louisville, KY 40299  
Vendor Phone and Email: 502-266-9445 stuart@smllc.us

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒  
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
(1) 11x17 Flatbed Scanner & (1) 8.5 x 14 Document scanner			\$10,761
Years 2-5 maintenance service			\$7,176
Diazo Cost for <u>N/A</u> Copies			N/A
Quality Control (Add 12.5% of the microfilming cost)			N/A
Total Cost			\$17,937.00

**Section 2**

Vendor Name: \_\_\_\_\_  
Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
Vendor Phone and Email: \_\_\_\_\_

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐  
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

**\*\*Please Attach Additional Sections, if needed.\*\***



## Kentucky Department for Libraries and Archives Local Records Program

### Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The office of the Nicholas County Clerk is committed to a comprehensive records management program. We work closely with our Regional Administrator Jackie Arnold on records management activities and in the development of Local Records grants. We use the Local Government General Records Retention schedule to determine records retention and disposition. Staff members are trained on records management. We are comitted to this grant project. These scanners will allow our staff to scan records that we receive daily as well as scan older documents. This will help preserve the older records with the digital images.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

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Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐

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**Kentucky Department for Libraries and Archives  
Local Records Program**

**Part C: Project Outcomes**

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will result in the preservation of and increased access to all land records in our office.  
Some of these records are getting in poor condition and we have books that we can't open. Once  
these records are scanned into our indexing system we don't have to handle them and they can be  
accessed without further damage. These images are stored off site as well as on our server in the office  
making the records more secure for the future. We will notify our local newspaper to inform the community of our project and goals.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: \_\_\_\_\_

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐  
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

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Kentucky Department for Libraries and Archives  
Local Records Program

**Part D: Certification**

**Statement regarding expenditure of funds:** The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

**Statement regarding archival and records management policies and procedures:** The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

**Statement regarding project status and financial expenditure reporting:** The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

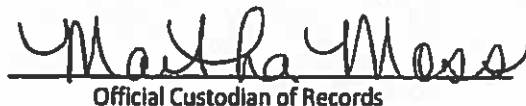
**Statement regarding continued records management and preservation support:** The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

**Statement regarding the Americans with Disabilities Act:** The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

  
Authorized Local Government Official

Rosee Higginbotham, Co. Judge Exe.  
Typed or Printed Name and Title

2-28-19  
Date

  
Official Custodian of Records

Martha Moss, Nicholas Co Clerk  
Typed or Printed Name and Title

2-28-19  
Date

MARTHA MOSS  
NICHOLAS COUNTY CLERK  
PO BOX 227  
CARLISLE, KY 40311  
859-289-3730

**INVITATION FOR BID PROPOSAL**

The Office of the Nicholas County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than April 5, 2019 to be considered.

Martha Moss  
Signature/Title

Martha Moss  
Printed Name

3-22-19  
Date

## **Nicholas County Clerk**

### **Attachment A**

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February 28, 2019

The Nicholas County Clerk is seeking bids for Instrument Scan Workstations.  
General specifications follow:

#### **Section I**

(1) Large flatbed Scanner – 11 x 17 duplexing scanner

#### **Section II**

(1) Small document scanner – 8.5 x 14 duplexing scanner.

**Bids must include all charges/costs:** Shipping, handling, delivery, installation, labor, setup, etc.

**Bids must be returned to this office by April 5, 2019**

**IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.**

If you have any questions, please contact:

Martha Moss  
Nicholas County Clerk  
P.O. Box 227  
125 East Main Street  
Carlisle, KY 40311  
Phone: (859) 289-3730  
Email: [Martha.moss@ky.gov](mailto:Martha.moss@ky.gov)

Thank You



**NICHOLAS COUNTY CLERK'S OFFICE**

**PROPOSAL TO ADD  
COMPUTER EQUIPMENT**

**PROPOSAL #091-32519**

This proposal includes the work product and consulting services of Software Management, LLC. It may not be used or disclosed outside the NICHOLAS County Clerk's Office, and may not be duplicated, in whole or in part, for any purpose other than evaluation of this proposal. Disclosure of this proposal to persons outside of the NICHOLAS County Clerk's Office may result in billing for these services. This restriction does not limit the NICHOLAS County Clerk's Office right to use information contained herein if it is obtained from another source without restriction.



## **EQUIPMENT ADDITION**

This proposal is submitted in response to the Clerk's request to add additional computer equipment. Based on a conversation with the Clerk and/or her staff, the following equipment recommendations are presented herein.

<b>SYSTEM EQUIPMENT RECOMMENDATIONS</b>
(1) Fujitsu 7760 11 x 17 scanner
(1) Fujitsu 7160 8.5 x 14 scanner

Software Management, LLC

Nicholas County Clerk's Office – Proposal #091-32519

### Equipment Pricing

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**EQUIPMENT PURCHASE AND SOFTWARE PAYMENT DETAILS**  
Includes Equipment, Installation, Maintenance Services,  
Data Conversion, Training, Software Services

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**PURCHASE:**

Total Purchase Price:

(Includes 1 Year Repair/Replace Maintenance)

\$10,761.00

Maintenance: Years 2 through 5 (each):

\$1,794.00

**Total Price with Maintenance for 5 years:**

**\$17,936.00**

Software Management, LLC

Nicholas County Clerk's Office – Proposal #091-32519

ACCEPTED BY:  
Authorized Representative for  
NICHOLAS County, Kentucky

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
Honorable Martha Moss  
PRINT NAME

\_\_\_\_\_  
NICHOLAS County Clerk  
TITLE

DATE: \_\_\_\_\_

If accepted, place check mark (✓) next to your selection, sign the enclosed unbound copy and return via US Mail or fax ☎ to (502) 266-9447 to:  
Software Management, LLC  
2011 Cobalt Drive  
Louisville, KY 40299

☐ **PURCHASE INCLUDING MAINTENANCE**  
WITH NO DOWN PAYMENT AS DETAILED ON PAGE 3

**NOTE: Retain this copy in your files for audit purposes**



Created Date 3/25/2019  
Expiration Date 6/28/2019

Quote Name Canon Scanners  
Quote Number 00003937  
Contact Name Martha Moss  
Phone 859-289-3730  
Email martha.moss@ky.gov

Bill To Name Nicholas Co Clerk  
Bill To 125 East Main Street  
Carlisle, KY 40311  
Ship To Name Nicholas Co Clerk

Created By Sales Sales  
Address 5275 Emco Dr.  
Indianapolis, IN 46200  
United States  
Phone (800) 875-9545  
Email contractsales@myios.com

Product Code	Product	Line Item Description	Quantity	Sales Price	Total Price
4624B002	DR 6030C Canon	Instant Rebate of \$540.00 Per Machine if Purchased by 6-28-19. Price then is \$3455.00 Per Unit	2.00	\$3,995.00	\$7,990.00
6240B002	Flatbed Unit 201 Canon Scanner Accessory		1.00	\$1,095.00	\$1,095.00
FREIGHT	Freight & Shipping Charges		1.00	\$300.00	\$300.00
*INSTALL	Installation	On-Site Installation and Training. If NCC self installs IOS tech will remote in and install drivers at no charge.	1.00	\$825.00	\$825.00

#### Terms and Conditions

1. All invoices shall be due and payable with terms of net 30 days from date of invoice, and shall thereafter accrue interest, until paid, at the lesser of 1.5% per month or the maximum interest rate permitted under applicable law.
2. If any sales, excise, occupation, or use tax is applicable to this transaction, the amount will be added to the price stated herein.
3. All orders are "FOB" Shipping Point. Destination charges, when applicable, will be added to the invoice unless specifically excluded. If shipment is made at Customer request via a method other than that which would normally be used, or if special handling is necessary due to receiving limitation of the customer, additional charges may be added to the invoice.
4. This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature.
5. An additional fee of 2.25% will be added to invoice total for credit card payment.

Date \_\_\_\_\_

Subtotal \$10,210.00  
Grand Total \$10,210.00

Signature \_\_\_\_\_

I decline hardware maintenance \_\_\_\_\_



March 25, 2019

Hon. Martha Moss, County Clerk  
Nicholas County Clerk's Office  
P.O. Box 227  
Carlisle, KY 40311

Dear Martha:

Thank you for the opportunity to bid on your proposed Local Records Grant Program project. I hope that we can do business with your office in the future.

At this time, DRMS submits a **NO BID** for this project.

Sincerely,

Trace Kirkwood, Marketing Mgr.  
DRMS, Inc.  
270-519-9293  
Trace.kirkwood@drmsusa.com

1400 Husbands Road  
PO Box 7256 Paducah KY, 42002-7256  
270-443-1610

## **Moss, Martha (Nicholas County Clerk)**

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**From:** Greg Rawlings <greg@rrcomputerservices.com>  
**Sent:** Friday, March 22, 2019 3:51 PM  
**To:** Moss, Martha (Nicholas County Clerk)  
**Subject:** Re: scanners

I do not wish to bid.

Sent from my Alcatel Device, an AT&T LTE smartphone

On Mar 22, 2019 2:47 PM, "Moss, Martha (Nicholas County Clerk)" <Martha.Moss@ky.gov> wrote:

> Greg,  
> Attached is the bid request for the scanners.  
>  
> Martha Moss  
> Nicholas County Clerk  
> 125 E. Main St.  
> PO Box 227  
> Carlisle, KY 40311  
>  
> Phone: 859-289-3730  
> Fax: 859-289-3709  
>  
>  
> -----Original Message-----  
> From: XeroxScanner@ky.gov <XeroxScanner@ky.gov>  
> Sent: Friday, March 03, 2000 7:09 PM  
> To: Moss, Martha (Nicholas County Clerk) <Martha.Moss@ky.gov>  
> Subject: Scanned from a Xerox Multifunction Printer  
>  
>  
>  
> Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.  
>  
> Attachment File Type: pdf, Multi-Page  
>  
> Multifunction Printer Location: machine location not set  
> Device Name: XRX9C934E5DD822  
>  
>  
> For more information on Xerox products and solutions, please visit <http://www.xerox.com>